

Establishing A Policy For The Attendance Of Conferences And Educational Training By Officers And Employees Of Ulster County

Referred to: The Ways and Means Committee (Chairman Gerentine and Legislators Allen, Belfiglio, Briggs, Gregorius, Maio, Maloney, and Parete), and The Laws and Rules, Governmental Services Committee (Chairman Parete and Legislators Donaldson, Greene, Roberts and Ronk)

Chairman of the Ways and Means Committee, Richard A. Gerentine, offers the following:

WHEREAS, § A3-4. M. of the Administrative Code of the County of Ulster specifies that the County Executive shall, “Designate and authorize any officer or employee paid from County funds, except any member, officer or employee of the Legislative Branch, to attend an official or unofficial convention, conference or school for the betterment of County government; within the appropriations provided therefor;” and

WHEREAS, the Ulster County Legislature recognizes the benefits to the County of sending its workforce to different conferences or courses which provide appropriate or required educational training; and

WHEREAS, the Ulster County Legislature seeks to ensure that the attendance of a conference is in the best interest of the County, and that all associated expenses, including travel, are actual, reimbursable, necessary and of benefit to the County; and

WHEREAS, the participation in a conference or educational training shall be related to such employees’ position and shall be in furtherance of their duties with the County or may be mandatory in regards to the licenses and professional certifications for the positions held within the County; and

WHEREAS, the Ulster County Legislature deems it necessary to set forth a policy for the Executive to designate and authorize any officer or employee paid from County funds to attend an official or unofficial convention, conference or school for the betterment of County government; now, therefore be it

WHEREAS, RESOLVED, the Ulster County Legislature recommends that if offered, conferences on-line or in-state will be utilized in-lieu of out-of-state conferences; and be it further

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RESOLVED, that in all instances the attendance of a conference or educational training shall be related to such employees' position and shall be in furtherance of their duties with the County or may be mandatory in regards to the licenses and professional certifications for the positions held within the County; and, be it further

~~RESOLVED, that, prior to any travel and/or conference participation by employees within the Executive Branch, approval shall be obtained by such employee's Department Head subject to the approval of the County Executive; and, be it further~~

~~RESOLVED, excluding those employees and offices of the two branches of government as specified in the Ulster County Charter, prior to incurring any costs for conferences, and/or educational training, including associated travel expenses for any employee officer or employee paid from County funds employed within an Administrative Unit headed by a duly elected County Officer, the request must be reviewed and approved by the Commissioner of Finance County Executive; and, be it further~~

RESOLVED, that all requests submitted to the County Executive must be accompanied with a statement from the Department Head and/or Elected County Officer justifying the expenses to be incurred by the officer or employee within his or her Department or Administrative Unit; and be it further

RESOLVED, that should the cost of any conference, and/or educational training, including associated travel expenses for any employee ~~employed within an Administrative Unit headed by a duly elected County Officer~~ exceed \$1,000 **\$1,500 per employee per conference or training**, subsequent to review and approval by the ~~Commissioner of Finance~~ County Executive, the request must be submitted via resolution to the Clerk of the Legislature for review and approval by the Ulster County Legislature; and, be it further

RESOLVED, that the Commissioner of Finance shall prepare and submit a quarterly report for all Departments and Administrative Units detailing any out of state travel and conference expenses, and shall be on file with the Clerk of the County Legislature on March 31st, June 30th, September 30th and December 31st of each year; and, be it further

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RESOLVED, that such quarterly report shall detail the specific conference event, the purpose of such event, total expenditures incurred including, but not limited to, conference fees, travel, hotel, and meal costs and the impact to the Ulster County Budget,

and move its adoption.

ADOPTED BY THE FOLLOWING VOTE:

AYES:

NOES:

Passed Committee: Ways and Means as amended on December 10, 2014

Postponed in Committee: Laws and Rules, Governmental Services on December 15, 2014

Postponed in Committee: Laws and Rules, Governmental Services on February 10, 2015

Passed Committee: Laws and Rules, Governmental Services on _____.

FINANCIAL IMPACT:

NONE